

Continuing education requirements for Field Representatives and Operators

			TECHNICAL HOURS		
OPERATOR & FIELD REPRESENTATIVE	TOTAL HOURS	R & R	Branch 1	Branch 2	Branch 3
Branch 1	16	8	4		
Branch 2	16	8		4	
Branch 3	16	8			4
Branches 1 & 2	20	8	4	4	
Branches 1 & 3	20	8	4		4
Branches 2 & 3	20	8		4	4
Branches 1, 2 & 3	24	8	4	4	4

LICENSE RENEWAL INSTRUCTIONS

- Continuing education hours should have been gained during your three-year renewal period. These hours will be used for audit purposes and should be retained by you.
- In lieu of continuing education, a licensee may take and pass an examination. Licensees who choose this method to renew may take this examination only once, no earlier than one year prior to the license expiration date. A score of 70% or higher is a passing grade. If you fail this examination you are required to gain the above continuing education hours.
- **It is unlawful to perform duties requiring a license until the license is renewed.** The renewal application must be returned to the Board by June 30. After June 30, your license is placed on a delinquent status. An additional delinquent fee will be charged for renewing late. The delinquent filing period is from July 1 to September 30. If your renewal is not postmarked by September 30 your license will be cancelled.